

I. APPLICANT PROFILE

A. New Application for Funding as a Support Center <input type="checkbox"/>		<i>(choose one)</i>
Application for Renewal of Funding as a Support Center <input type="checkbox"/>		
1. Organization Name: aka/dba:		
Street Address:		Mailing Address:
3. Telephone: () - Fax: () -		4. Website:
5. Branch Offices:		6. County(ies) Served:
7. Staff Director:		Signature: <u> X </u>
Title:		Direct Telephone Number: () - Ext.
		E-mail Address:
8. Second Contact Person:		Direct Telephone Number: () - Ext.
Contact Person's Title:		E-mail Address:
9. Fiscal Contact Person:		Direct Telephone Number: () - Ext.
Fiscal Contact's Title:		E-mail Address:
10. Chairperson of Governing Board:		Signature: <u> X </u>
Business Address:		Direct Telephone Number: () - Ext.
		E-mail Address:

11. ☐ Check here if any of the above information has changed since your last application.

II. DESCRIPTION OF ORGANIZATION

Applicant Name: _____

Describe your organization and all of its program services. Provide details about your area(s) of substantive or procedural expertise, your service priorities and the mechanism(s) used to deliver services. Describe your functional legal support activities (consultation, advocacy support, information services, training). Also include information about legal support services provided to organizations or entities that are not qualified legal services projects, and describe any non-support activities.

III. ELIGIBILITY CRITERIA FOR SUPPORT CENTERS

Applicant Name: _____

1. Did your center, as an incorporated nonprofit legal services support center, provide a significant level of legal training, legal technical assistance or advocacy support to qualified legal services projects without charge through an office in California on a statewide basis prior to **December 31, 1980**?

- ☐ Yes.
- ☐ No. (Support centers that were not in operation prior to December 31, 1980 must meet the provisions of Eligibility Guideline 2.9.1 every third year. Applicants subject to the deeming process this year must attach a one-page description of the program which will be distributed to qualified legal services projects with deeming ballots.
- ☐ Applicant was deemed to be "of special need" in the 2009-2010 grant year (one-page description of program is attached).
- ☐ Applicant was deemed to be "of special need" in the 2010-2011 grant year.

2. Your center must provide at least two of these types of services. Check those that apply.

- | | |
|---|---|
| <input type="checkbox"/> Technical Assistance | <input type="checkbox"/> Advocacy Support |
| <input type="checkbox"/> Information Services | <input type="checkbox"/> Training |

IV. CERTIFICATIONS FOR SUPPORT CENTERS

Applicant Name: _____

The applicant center hereby certifies the following:

1. It is a corporation or part of a corporation. (See Checklist Instructions regarding submission of a copy of the corporation's Articles of Incorporation certified by the California Secretary of State or similar officer of another state, and a Certificate of Status dated July 1, 2008 or later from the California Secretary of State or similar officer of another state.)
2. It is a nonprofit organization. (See Checklist Instructions regarding submission of a copy of your determination letter from the Internal Revenue Service granting your application for exemption from the appropriate provisions of subchapter (f) of Chapter 1 of the Internal Revenue Code of 1954, as amended, and a copy of your determination letter from the State Franchise Tax Board granting your application for exemption from the appropriate section of the California Revenue and Taxation Code.)
3. It currently provides, through an office in California on a statewide basis, a significant level of legal training, legal technical assistance, or advocacy support to legal services projects which qualify for Trust Fund allocations. (Complete Form XI and include a list of the qualified legal services projects to which your program provided assistance. Explain the nature of the assistance following the instructions for Form XI.)
4. It provides services without charge to or on behalf of qualified legal services projects. (Enclose criteria for eligibility.)
5. It provides legal training, legal technical assistance or advocacy support as its primary purpose and function. (Enclose an audited or reviewed financial statement for the preceding fiscal year if gross expenditures are less than \$500,000. If gross expenditures exceed \$500,000, the financial statement must be audited. Also complete Forms IX, X and X-A.)
6. Under the penalty of perjury, we, the undersigned, state that the information provided in response to the above statements is true and correct to the best of our knowledge.

Signature of Staff Director

Signature of Chairperson of Governing Board (or Alternate Board Officer and Title)

V. ASSURANCES FOR SUPPORT CENTERS

Applicant Name: _____

The applicant center assures compliance with the following:

1. The applicant center will use funds allocated by the Trust Fund Program only for the purposes set forth in Business and Professions Code §§6210-6228, and the corresponding regulating rules and any additional amendments thereto.
2. The applicant center will:
 - a. at all times honor the attorney-client privilege and will uphold the integrity of the adversary process;
 - b. not impose restrictions unrelated to statutes and rules of professional conduct on attorneys who provide representation to indigent clients with funds provided in whole or in part from the Trust Fund Program;
 - c. not discriminate on the basis of race, color, national origin, religion, sex, disability or age.
3. The applicant center will expend all funds allocated from the Trust Fund Program in support of qualified legal services projects. The applicant center agrees to restrict its use of funds allocated from the Trust Fund Program to matters directly related to the needs of indigent clients in California.
4. The applicant will use court-awarded attorneys' fees from cases funded through the Trust Fund Program to provide legal training, legal technical assistance or advocacy support without charge to qualified legal service projects on a statewide basis in California.
5. The applicant center's board of directors must by resolution establish the center's priorities for the provision of legal services. The resolution must be made pursuant to consultation with legal services attorneys, members of the private bar and eligible clients. **(Enclose a copy of the resolution dated February 1, 2009 or later, a description of the priority setting process, and a list of the persons or entities consulted in setting the priorities.)**
6. The center assures that the services funded by the Trust Fund Program are in addition to those already funded for qualified legal services projects by other sources.
7. The center will comply with quality control review procedures adopted by the State Bar.
8. The center will comply with fiscal management and control procedures adopted by the State Bar (Standards for Financial Management Systems and Audits).
9. The center will permit site visits or present additional information deemed reasonably necessary to determine compliance with the laws and rules governing the Legal Services Trust Fund Program.
10. If your program is part of a corporation and some or all of your program's income is derived from general unrestricted funds of the corporation, you must enclose an assurance from the corporation's chief executive officer stating that the corporation's contribution to your program will not be reduced from the previous fiscal year level. The Commission may grant an exception to this requirement because of impracticality, as where the corporation suffers a diminishment of its unrestricted funds and is therefore required to reduce its funding to all of its programs.

Signature of Staff Director

Signature of Chairperson of Governing Board (or Alternate Board Officer and Title)

VI. Quality Control Review for Support Centers

Applicant Name: _____

Check 1 or 2, if applicable.

- ☐ 1. Applicant has received a written quality control review from a non-Trust Fund Program funding source or entity issued since January 1 of the previous calendar year. (Enclose a copy of the most recent report.)
- ☐ 2. Applicant has received a monitoring visit from the Legal Services Trust Fund Program in the calendar year ended most recently.

All programs must complete 3.

- 3. Identify supervisory personnel and describe the method(s) by which they supervise legal staff. Include information about how management ensures that the staff is providing quality legal training, legal technical assistance and advocacy support. If there is only one staff attorney or the program only employs contract attorneys, explain how the attorney position(s) is supervised.